



# CITY OF HOUSTON

## Job Posting

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*Applications accepted from:*  
*Job Classification*  
*Posting Number*  
*Department*  
*Division*  
*Section*  
*Reporting Location*  
*Workdays & Hours*

ALL PERSONS INTERESTED  
DATA ENTRY OPERATOR  
PN #104435  
HOUSTON POLICE  
VARIOUS  
N/A  
VARIOUS\*  
VARIOUS SHIFTS\*  
\*Subject to change

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**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs general data entry activities (inputting/retrieving information)J from a variety of source documents. Types, proofreads and edits, reports, documents and forms. Performs rapid and accurate conversion of data from original documents into coded from for input into electronic data processing equipment. Verifies converted data for accuracy. Enters new information into the computer under well-defined and established procedures. May perform general clerical/receptionist functions, i.e. pick up, sort, and distribute mail; operate fax and copiers; file; maintain records; issue visitor passes; handle incoming phone calls.

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**WORKING CONDITIONS**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals an/or extensive use of a video display terminal.

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**MINIMUM EDUCATIONAL REQUIREMENTS**

Knowledge of grammar, spelling, punctuation and mathematical functions as might be acquired through specialized training of up to 9 months of education or training beyond the high school level. May have simple vocational competence in the operation of mechanical or electronic equipment.

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**MINIMUM EXPERIENCE REQUIREMENTS**

Six months of data entry experience or clerical/secretarial experience with a heavy volume of typing are required.

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**MINIMUM LICENSE REQUIREMENTS**

None.

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**PREFERENCES**

None.

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**SELECTION/SKILLS TESTS REQUIRED**

Must pass a City administered typing test.

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**SAFETY IMPACT POSITION**                      Yes   X   No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 8  
\$666.00 - \$882.00 Biweekly    \$17,316.00 - \$22,932.00 Annually

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**OPENING DATE**

May 11, 2005

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**CLOSING DATE**

May 17, 2005

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**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.**

An equal opportunity employer